



Arts Development & Events Advisory Group Terms of Reference

1. Establishment

The Arts Development & Events (formally Arts & Culture) Advisory Group was established by the City of Karratha on 20 November 2017 (Resolution No. 153939).

2. Scope

The overall aim of the Arts Development & Events Advisory Group is to provide Member input and Officer feedback on the nature and range of programs, events, activities, and infrastructure to optimise community capacity, exposure to, and participation in all forms of arts and culture in the City.

3. Objectives

The role of the Arts Development & Events Advisory Group is to:

- a) Provide input related to the formulation of relevant policy including an Arts and Cultural framework for the City that encompasses:
 - Public art and multi-art forms;
 - Performing arts;
 - Cinema, moving image, and digital media;
 - Festivals, events, and celebrations;
 - Exhibitions and galleries;
 - Museums and historical displays;
 - Residency programs;
 - Cultural influences – Aboriginal and Torres Strait Islander culture, multicultural, pop etc.
- b) Assist in the evaluation of public art and other commissions;
- c) Provide input on the City's Annual Calendar of Arts and Cultural activities;
- d) Provide input on the mix and genre of events and shows to be presented to the community;
- e) Development of patronage and participation in arts and cultural activities; and
- f) Act as ambassadors in the promotion of arts and cultural practice throughout the City through active community liaison.

4. Powers of the Advisory Group

The Arts Development & Events Advisory Group does not have any powers other than the ability to provide input in delivering on the Arts and Cultural framework.

Note that the selection and contracting of events and shows to be staged at the Red Earth Arts Precinct; and establishing and executing the calendar of events throughout the community are operational and not a function of the Group.

5. Term of Advisory Group

The function and form of the Arts Development & Events Advisory Group will be reviewed every two (2) years at the time of Local Government Elections or earlier as determined by Council.

6. Membership

Membership shall comprise:

- Up to 4 Elected Council Members;
- Director Community Services;
- Manager Community Programs;
- Arts Development & Events Coordinator or proxy;
- Up to 12 community members; and
- Up to 3 co-opted members*.

The Director Community Services shall be the Chairperson.

Community members shall be determined by an open invitation to the community with the recommended applicants requiring approval by a resolution of the Council. If a member is unable to fulfill their role or is not able to attend three (3) successive meetings without notification, the City reserves the right to secure a replacement member.

*Additional members identified by their specialist skills or knowledge, may be co-opted to the group by invitation by the Chairperson for a specific purpose and for a fixed term.

7. Meetings

Meetings of the Group will be held at a suitable venue within the City quarterly or as otherwise agreed and convened by the Chairperson. The duration of the meeting shall be between one and two hours or as required to achieve the agenda. The Agenda and documents should be distributed at least one week prior to each meeting. Minutes should be drafted and distributed to the Group for review prior to their lodgement with Council.

Group membership shall not be entitled to any sitting fees or costs associated with being a representative on the Arts Development & Events Advisory Group.

8. Quorum

A quorum represents a minimum of six members including at least three (3) Community members and at least one (1) Elected Council Member attending the meeting.

9. Reporting

Minutes shall be reported to Council at the next City of Karratha Ordinary Council Meeting as an Information Item. Matters requiring Council decision shall be presented as a Council report for consideration.

10. Delegated Authority

There are no delegations provided to this Group.

11. Ethical Behaviour

Members of the Advisory Group will at all times in the discharge of their duties and responsibilities exercise honesty, objectivity and probity. Members will refrain from entering into any activity that may prejudice their ability to do so. At all times members must act in a proper and prudent manner in the use of information acquired in the course of their work.

Further, members will not publicly discuss or comment on matters relevant to the activities of the Group, other than as authorised by the Chairperson. The Chairperson will advise the Group of any matters that are confidential.

12. Liabilities of Members

No civil liability attaches to a member of the Group for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the members' or group's powers, functions, or duties.

13. Amendments to Terms of Reference

These Terms of Reference can only be amended by resolution of Council on the basis of a report directly to Council.

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| Original Date of Establishment - Res no: 153939 | 20 November 2017 |
| Amendment #1 - Res no: 154183 | 15 October 2018 |
| Amendment #2 - Res no: 154443 (<i>Renamed</i>) | 28 October 2019 |
| Amendment #3 - Res no: 154944 | 31 January 2022 |
| Amendment #4 - | |